

CITY OF TROY

FINAL SITE PLAN APPROVAL APPLICATION

CITY OF TROY PLANNING DEPARTMENT
500 W. BIG BEAVER
TROY, MICHIGAN 48084
248-524-3364
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E-MAIL: planning @ ci.troy.mi.us



SITE PLAN FILE NUMBER _____
DATE FILED _____
FINAL PLAN REVIEW FEE (\$100.00) _____
PRELIMINARY APPROVAL DATE _____

NOTICE TO THE APPLICANT

THE APPLICANT MAY INITIATE THE FINAL SITE PLAN APPROVAL PROCESS UPON THE GRANTING OF PRELIMINARY SITE PLAN APPROVAL. AFTER PRELIMINARY SITE PLAN APPROVAL THE APPLICANT SHALL RECEIVE A COPY OF THE APPROVED PRELIMINARY SITE PLAN AND FINAL SITE PLAN APPROVAL CHECKLIST WHICH WILL INDICATE THOSE ITEMS WHICH MUST BE PROVIDED OR ACTIONS WHICH MUST BE TAKEN FOR FINAL SITE PLAN APPROVAL. PLEASE NOTE THAT ADDITIONAL ITEMS MAY BE ADDED TO THIS LIST IN THE COURSE OF BUILDING AND ENGINEERING PLAN REVIEW.

THE APPLICANT SHALL BE RESPONSIBLE FOR OBTAINING FROM EACH INDICATED DEPARTMENT, THE REQUIRED SIGNATURE DENOTING REVIEW AND APPROVAL OF HIS SUBMITTAL TO SAID DEPARTMENT. IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE **ALL** INFORMATION REQUIRED BY THE APPROVING DEPARTMENTS NECESSARY TO ESTABLISH COMPLIANCE.

APPLICATIONS FOR FINAL SITE PLAN APPROVAL SHALL INCLUDE THE COMPLETED APPLICATION FORM, THE APPROPRIATE FEE, THE ORIGINAL COPY OF THE COMPLETED FINAL SITE PLAN APPROVAL CHECKLIST AND SIX (6) COPIES OF THE FINAL SITE PLAN INCLUDING ALL INFORMATION REQUIRED BY THE ZONING ORDINANCE AND ANY MODIFICATIONS RESULTING FROM THE REVIEW PROCESS NOTED ABOVE.

1. NAME OF THE PROPOSED DEVELOPMENT: _____

2. LOCATION OF THE SUBJECT PROPERTY: _____

THE SUBJECT PROPERTY HAS A FRONTAGE OF _____ FEET AND A DEPTH OF _____ FEET ON _____ STREET, LOCATED BETWEEN _____ AND _____ STREETS.

3. ZONING CLASSIFICATION OF THE SUBJECT PROPERTY: _____

4. TAX IDENTIFICATION NUMBER(S) (SIDWELL) OF SUBJECT PROPERTY: _____

5. APPLICANT FOR SITE PLAN APPROVAL:

NAME _____

COMPANY _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

TELEPHONE _____

FAX _____

7. SIGNATURE OF APPLICANT _____ DATE _____

CITY OF TROY
SITE PLAN REVIEW PROCEDURES

03.40.00 SITE PLAN REVIEW / APPROVAL

03.41.00 PROCEDURE

03.41.01 A petitioner seeking Site Plan Approval for proposed development and/or use of property within the City of Troy shall submit an application for same at the Planning Department of the City of Troy, together with the appropriate fee, not less than thirty (30) days prior to the date of the Regular Meeting of the Planning Commission.

03.41.02 The Planning Department shall review the application with respect to the submittal requirements contained herein. Any application which fails to provide the information and materials specified within this Section shall be held in abeyance until all deficiencies have been rectified.

03.41.03 Applications in conformity with the requirements of this Section shall be reviewed inter-departmentally and any revisions and/or corrections necessary shall be made by the petitioner prior to presentation to the Planning Commission for Preliminary Site Plan Approval.

03.41.04 The request for Preliminary Site Plan Approval shall be presented to the Planning Commission and after action by the Planning Commission, the petitioner shall obtain a copy of the Approved Preliminary Site Plan upon which shall be noted any requirements for modifications, additional information, or executed documents and/or agreements. Planning Commission Preliminary Site Plan Approval shall be effective for a period of one year. Within that one year period the petitioner shall submit a complete application for Final Site Plan Approval to the Planning Department in accordance with Section 03.41.07.
(Rev. 11-19-90)

03.41.05 Landscape Plans, in conformity with the City's Landscape Design Standards, related to the required greenbelts, landscape and open space areas, shall be submitted to the Department of Parks and Recreation for review and approval, prior to the application for Final Site Plan Approval.

03.41.06 Building and Engineering plans, conforming to all applicable portions of the City Code and the City's Engineering Design Standards, shall be submitted to the Building and Engineering Departments for their review and approval.

03.41.07 The petitioner shall, after review of building and engineering plans by the Building and Engineering Departments and after review of landscape plans by the Department of Parks and Recreation, and before granting of any building permits, submit the site plan to the Planning Department for consideration and Final Site Plan Approval. This site plan submittal shall include those items indicated under Section 03.43.03 of this Article. It shall be the responsibility of the petitioner to secure all necessary approvals and authorizations related to the items covered under Section 03.43.03.
(Rev. 11-19-90)

03.41.08 The Planning Department will review the submittal for Final Site Plan Approval to ascertain that all the requirements of Sections 03.41.07 and 03.43.03 have been complied with. Any submittal which fails to provide the modifications, information and/or documents required shall be deemed incomplete and held in abeyance until all deficiencies have been rectified.

03.41.09 In the event that the Site Plan has been substantially revised from that which received Preliminary Site Plan Approval, the Planning Department shall present the revised plan to the Planning Commission for their review and approval. The Planning Commission shall review the request for approval of the revised Site Plan, taking into account the configuration of the plan granted Preliminary Approval, and the implications of Building and Engineering Plan

Review, along with any plan modifications proposed by the petitioner. The Planning Commission shall then, by resolution:

- (1) Grant the request for Approval of the Revised Site Plan, subject to any additional modifications it deems necessary to assure the proper development of the proposed site and its' compatibility with adjacent or abutting properties, or
- (2) Deny the request for Approval of the Revised Site Plan indicating specific reasons for denial, or
- (3) Table the request for Approval of the Revised Site Plan, indicating the reasons for tabling.

03.41.10 When the Planning Department determines that the Final Site Plan is consistent with that which received Preliminary Site Plan Approval, and thus that further Planning Commission action is not necessary, they shall then review the applicable portions of complete submittals in order to confirm that all necessary City Department approvals, authorizations or certifications have been received. These shall include certifications from Departments including, but not limited to, the Engineering, Right-Of-Way, and Fire Departments. The Planning Department shall then grant Final Site Plan Approval and shall notify the Director of Building and Zoning that building permits can be issued. (Rev. 11-19-90)

03.41.11 In those instances where Planning Commission review and approval of a revised site plan is necessary, and where modifications to the site plan are required by the Planning Commission, no building permits shall be issued until five copies of the modified site plan have been submitted and have been approved by the Building and Engineering Departments. (Rev. 11-19-90)

03.41.12 Final Site Plan Approval shall be effective for a period of one year. (Rev. 11-19-90)

03.42.00 APPLICATIONS

Application forms for Site Plan Approval for proposed development and/or use of property within the City of Troy are obtainable at the Planning Department of the City of Troy.

03.43.00 SUBMITTAL REQUIREMENTS

03.43.01 A petition or request for Preliminary Site Plan Approval shall be submitted on forms published by the Planning Department and shall contain the following:

- (1) The name, address and telephone of the person applying for Preliminary Site Plan Approval.
- (2) The name, address and telephone of the owner of the property.
- (3) The relationship between the applicant and the property owner.
- (4) The present zoning classification of the subject property.
- (5) The proposed use of the property.
- (6) A Certified Architectural Survey and a Certified Boundary Survey of the property, prepared and sealed by a Licensed Land Surveyor. The legal description and boundary survey shall be provided on 8-1/2 x 14 pages attached to the application, suitable for recording in accordance with Act 132 of Public Acts of 1970. The legal description of acreage parcels and parcels from subdivisions platted prior to January 1, 1970 shall be tied to a recorded Section or Quarter-Section Corner. If the subject Section or Quarter-Section Corner is not recorded, it is the responsibility of the applicant to have the Corner recorded by a Licensed Surveyor by filing a "Land Corner Recordation Certificate" with the Oakland County Register of Deeds. A copy of the proposed "Land Corner Recordation Certificate" shall be attached to the Site Plan Approval application. (Rev. 11-19-90)
- (7) A location map (minimum scale of 1"=400') indicating the subject property and the zoning classifications and uses of abutting and adjacent properties, on 8-1/2 x 11 pages, shall be attached to the application.
- (8) Attached to this application shall be six (6) prints of the proposed site plan drawn to a scale of not less than 1"=20', (1" = 50' for parcels of 3 acres or more) wherein the following items shall be clearly labeled and dimensioned:
 - (a) All drawings are to have a title block which shall have the name of the project and date of plans including revision dates.

- (b) All drawings are to have a north point and the scale of the drawing is to be indicated.
- (c) All lot and property lines.
- (d) Location of all proposed structures.
- (e) Existing and future right-of-way of adjacent streets, including centerlines and Section Lines where applicable.
- (f) Location of all sidewalks, on and adjacent to the site, as required by the Zoning Ordinance and the Sidewalk Ordinance.
- (g) Deceleration and passing lanes as required by the City of Troy Transportation Engineer. (Rev. 5-17-93)
- (h) Indication of the means by which storm water detention will be provided.
- (i) Setbacks and required yards.
- (j) Parking areas, access drives, loading and unloading areas, and trash receptacles.
- (k) Greenbelts, landscape areas and other open space areas; and screening walls.
- (l) The location of any existing driveways and streets within 100 feet of the subject property, including those across frontage streets.
- (m) The location of existing cross access easements on abutting properties and the location of proposed cross access or joint drive easements on the subject property.
- (n) Calculations for the following shall be included on the site plan:
 - 1. Gross and net (after rights-of-way) site area.
 - 2. Gross and net ("usable") building area.
 - 3. Required parking and statement of parking provided.
 - 4. Required landscape and open space area and statement of area provided.
- (o) Site Plans for residential developments shall include the following additional information:
 - 1. Calculation of the dwelling unit density allowable and a statement of the number of dwelling units, by type, provided.
 - 2. Topography on site and 50 feet beyond, drawn at two (2) foot contour intervals, with existing drainage courses, flood plains, wetlands and tree stands indicated.
 - 3. Two prints each of the typical floor plans and elevations of the proposed buildings, indicating building height.
- (9) An Environmental Impact Statement shall be attached as a part of the submittal when required in accordance with Article VII of the Zoning Ordinance.
- (10) A Tree Preservation Plan in accordance with the City of Troy Landscape Design and Tree Preservation Standards shall be attached to all applications for Site Plan Approval. This requirement may be waived, by the Planning Director or by the Superintendent of Public Grounds, in those instances where the Architectural Survey and/or other written information provided by the applicant demonstrate that the nature of the site is such that a Tree Preservation Plan would not be applicable, or would serve no practical purpose.

03.43.03

A petition or request for Final Site Plan Approval shall be submitted on forms published by the Planning Department and shall contain the following:

- (1) The modifications and/or additional information required by the Planning Commission at the time of Preliminary Site Plan Approval;
- (2) Any and all executed Easements, Agreements, or other documents required in conjunction with Preliminary Site Plan Approval, or required in conjunction with Building and Engineering Plan Reviews, including, but not limited to, the following:
 - (a) The dedication of rights-of-way,
 - (b) The conveyance of easements for public utilities, private access drives, cross access easements, joint driveway easements and pedestrian easements,
 - (c) "Private Agreements" for the installation of Public Improvements, by the petitioner.

- (d) "Irrevocable Petition Agreements" for participation in potential Special Assessment Projects involving Road, Pedestrian and/or Public Utility improvements.
- (3) A current Title Commitment, indicating all parties in interest in the subject property.
- (4) A statement from the Superintendent of Public Grounds indicating that the Landscape Plans have been submitted, approved and the related fees have been paid.
- (5) Approved Engineering Site Plans, developed in accordance with the City's Engineering Design Standards, indicating the location of the major elements of:
 - (a) The water distribution system,
 - (b) The sanitary sewer system,
 - (c) The storm drainage system, including the location size and shape of required storm water detention basins or other detention facilities.
- (6) Site area and building area information and calculations to confirm that Zoning Ordinance requirements such as parking and landscape area are met. Final building floor area information shall include all floor levels including basement and mezzanine areas.
- (7) The location of Fire Lanes as recommended by the Fire Department.

CITY OF TROY

FINAL SITE PLAN APPROVAL CHECKLIST/AUTHORIZATION SUMMARY

TO BE COMPLETED BY THE APPLICANT AT THE END OF CONSTRUCTION REVIEW PROCESS

NAME OF THE PROPOSED DEVELOPMENT: _____ FILE # _____

LOCATION: ON _____ SIDWELL# _____

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FINAL SITE PLAN FEE (\$100.00) PAID ON _____

RECEIVED BY _____

REQUIRED

PROVIDED

AUTHORIZING
SIGNATURE

DATE

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I. ENGINEERING SITE PLANS

SITE PLANS CONFORMING TO THE STANDARDS AND REQUIREMENTS OF THE ENGINEERING DEPARTMENT

ENGINEERING

II. EASEMENTS AND RIGHTS-OF-WAY

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A. UTILITY EASEMENTS

ENGINEERING

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☐

B. PRIVATE STREET ACCESS EASEMENT

ENGINEERING

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C. VEHICULAR CROSS ACCESS EASEMENT

PLANNING

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D. JOINT DRIVEWAY AGREEMENT

PLANNING

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E. PEDESTRIAN CROSSING EASEMENT

PLANNING

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F. DEDICATED STREET RIGHT-OF-WAY

REAL ESTATE & DEVEL.

III. CONTRACT FOR INSTALLATION OF MUNICIPAL IMPROVEMENTS

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A. PUBLIC UTILITY IMPROVEMENTS

ENGINEERING

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B. ROAD/STREET IMPROVEMENTS

ENGINEERING

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C. SIDEWALKS/PEDESTRIAN EASEMENT IMPROVEMENTS

ENGINEERING

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IV. AGREEMENT AND IRREVOCABLE PETITION FOR PUBLIC IMPROVEMENTS

ENGINEERING

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V. TREE PRESERVATION/LANDSCAPE PLANS INCLUDING PAYMENT OF FEES

PARKS AND RECREATION

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VI. CURRENT TITLE COMMITMENT

INDICATING ALL PARTIES IN INTEREST IN THE SUBJECT PROPERTY

REAL ESTATE & DEVL.

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VII. FIRE DEPARTMENT APPROVAL

WATER MAINS, HYDRANT LOCATIONS AND FIRE LANES

FIRE DEPT.

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VIII. OTHER AGENCIES: ATTACH STATEMENTS FROM THE DEQ, FAA, MAC AND OTHERS HAVING JURISDICTION INDICATING COMPLIANCE WITH THEIR STANDARDS AND REGULATIONS

FINAL SITE PLAN APPROVAL

SUBMIT SIX (6) COPIES OF THE SITE PLAN INCLUDING ALL INFORMATION REQUIRED BY THE ZONING ORDINANCE, AND ANY MODIFICATIONS RESULTING FROM THE REQUIREMENTS NOTED ABOVE

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A. CONSISTENT WITH PLANNING COMMISSION PRELIMINARY SITE PLAN APPROVAL

PLANNING

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B. REVISED SITE PLAN APPROVED BY THE PLANNING COMMISSION

PLANNING